



Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

For State Archives - LGRP Use Only

Date Reviewed:

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SEP - 2 2014

STATE AND LOCAL  
GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

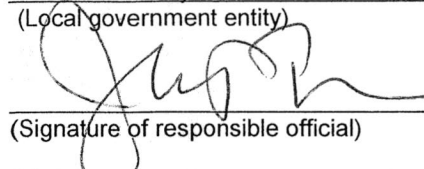
See instructions before completing this form. Must be submitted with PART-2

9-26-14

### Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

Clermont County Treasurer's Office 1030  
(Local government entity) (Unit)

 J. Robert True Treasurer  
(Signature of responsible official) (Name) (Title) (Date)

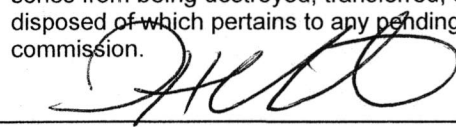
### Section B: Records Commission

Clermont County Records Commission (513) 735-8660  
Records Commission (Telephone number)

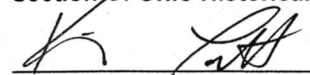
289 East Main Street Batavia 45103 Clermont  
(Address) (City) (Zip code) (County)

To have this form returned to the Records Commission electronically, include an email address:

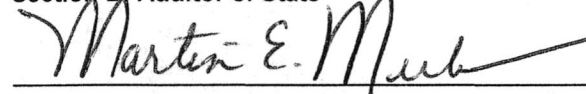
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

 8-27-14  
Records Commission Chair Signature Date

### Section C: Ohio Historical Society - State Archives

 Government Records Archivist 9/4/2014  
Signature Title Date

### Section D: Auditor of State

 9-17-14  
Signature Date

Please Note: The State Archives retains RC-2 forms permanently.  
It is strongly recommended that the Records Commission retain a permanent copy of this form

# Schedule of Records Retention and Disposition Continuation Sheet

## Section E: Records Retention Schedule

Treasurer's Office

1030

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1030-01	Abstracts Of Manufactured Or Mobile Home Tax	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-02	Advanced Payment Certificates	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-03	Budget – Fiscal allocation to department for fiscal year	5 Years	Paper/Electronic		<input type="checkbox"/>
1030-04	Application & Certificate Of Release Of A Business – Notification to the office that a local business is closing	Until Audited	Paper/Electronic		<input type="checkbox"/>
1030-05	Remission of Real Property and Manufactured Home Tax Penalty Applications – Requests by taxpayers to have late payment penalties waived or refunded	Until Audited	Paper/Electronic		<input type="checkbox"/>
1030-06	Returned Checks	2 Years	Paper/Electronic		<input type="checkbox"/>
1030-07	Mortgage Escrow-Additions, Deletions & Computer Listings	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-08	Bank Statements/Cancelled Checks/Bank Deposit Receipts – Daily and monthly statement from bank containing account information	3 Years after Fiscal Year	Paper/Electronic		<input type="checkbox"/>
1030-09	Bankruptcies	Audited and After Lien is Paid or Kept until Discharge Whichever Occurs Later	Paper/Electronic		<input type="checkbox"/>
1030-10	Bids	Until Obsolete	Paper/Electronic		<input type="checkbox"/>
1030-11	Board Of Revision Files (copy of Auditor's Original)	2 Years	Paper/Electronic		<input type="checkbox"/>
1030-12	Certifications	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1030-12A	Certifications	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1030-12B	Certifications	Permanent	Microfilm		<input checked="" type="checkbox"/>
1030-13	Contracts – Legal agreements with individuals, organizations, or entities to procure goods and/or services	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>

# Schedule of Records Retention and Disposition Continuation Sheet

**Treasurer's Office**
**1030**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1030-13A	<b>Contracts</b> - <i>Legal agreements with individuals, organizations, or entities to procure goods and/or services</i>	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1030-13B	<b>Contracts</b> - <i>Legal agreements with individuals, organizations, or entities to procure goods and/or services</i>	15 Years after Expiration	Microfilm		<input type="checkbox"/>
1030-14	<b>Correspondence - Administrative</b>	5 Years	Paper/Electronic		<input type="checkbox"/>
1030-15	<b>Correspondence - General</b> - <i>Messages sent and received by any media including letters, memoranda, faxes, e-mail messages, miscellaneous communications, etc.</i>	2 Years	Paper/Electronic		<input type="checkbox"/>
1030-16	<b>Daily Cash Records (Balance Sheets)</b> - <i>Documentation of transactions, balance, receipts and disbursements</i>	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-17	<b>Daily Statements</b> - <i>Listing of transactions documenting daily receipts and disbursements</i>	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-18	<b>Equipment Maintenance Records</b>	Life of Equipment	Paper/Electronic		<input type="checkbox"/>
1030-19	<b>Fax Fee Charge and Pay-Ins Receipts</b> - <i>Documentation of money being paid into an account within the Treasury</i>	Until Audited	Paper/Electronic		<input type="checkbox"/>
1030-20	<b>Fire Insurance Certificate</b>	Until Audited	Paper/Electronic		<input type="checkbox"/>
1030-21	<b>Forfeitures and Foreclosures</b>	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper/Electronic		<input type="checkbox"/>
1030-21A	<b>Forfeitures and Foreclosures</b>	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1030-21B	<b>Forfeitures and Foreclosures</b>	Permanent	Microfilm		<input checked="" type="checkbox"/>
1030-22	<b>Inheritance Tax Records</b> - <i>Records listing the assessment value of a decedent's real and personal property or the court's order for the amount of estate taxes to be paid in the absence of an appraisal</i>	5 Years after Paid	Paper/Electronic		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1030-23	<b>Inventory of Treasurer Office Furnishing and Machinery -</b> <i>Departmental inventory of all furnishings and machinery</i>	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-24	<b>Invoices/Purchase Orders/Travel Records/Supply Orders</b>	2 Years	Paper/Electronic		<input type="checkbox"/>
1030-25	<b>Payments Into Treasury and Journal of Warrants Redeemed -</b> <i>Register listing warrants/court order for delinquent tax payments that have been collected by the Treasury</i>	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-26	<b>Leave Requests - Records</b> <i>documenting an employee's use of sick, vacation, compensatory, or other form of leave time</i>	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-27	<b>Manuals and Handbooks</b>	Until Obsolete or Replaced	Paper/Electronic		<input type="checkbox"/>
1030-28	<b>Checks</b>	Maintain paper checks for 7 days then destroy, no RC-3 required	Paper/Electronic		<input type="checkbox"/>
1030-29	<b>Minutes of Investment Advisory Board, Board Revisions and Budget Meetings</b>	2 Years	Paper/Electronic		<input type="checkbox"/>
1030-31	<b>Night Deposit Log - Listing of night deposits</b>	Until Audited	Paper/Electronic		<input type="checkbox"/>
1030-32	<b>Delinquent Payment Contracts and Monthly Escrow Contracts</b>	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-33	<b>Payroll Records/Timesheets -</b> <i>Records created for payroll distribution</i>	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-34	<b>Personnel Files - Records collected through the duration of an employee's employment</b>	2 Years After Employee Terminates	Paper/Electronic		<input type="checkbox"/>
1030-35	<b>Personnel Property Pending Appeals/Pending Petition for the Abatement of Penalty</b>	Until Audited	Paper/Electronic		<input type="checkbox"/>
1030-36	<b>Phone Messages</b>	Destroy/Erase when no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
1030-37	<b>Press Releases and Publications</b>	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-38	<b>Professional Association Records</b>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>



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(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1030-39	Public Official Bonds, Oath of Office and Employee Blanket Bonds – Bonds issued to county elected officials, the amount of the bonds, date issued, issues of principles and sureties and obligations and records documenting an elected official's capacity to serve from select county offices and area local governments	10 Years After Last Bond Contained Therein Has Expired	Paper/Electronic		<input type="checkbox"/>
1030-40	Record of Tax Collection – Form Seven	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-41	Records Documents (RC-1, RC-2, RC-3) – Records documenting the schedule, retention and disposition of agency records	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1030-41A	Records Documents (RC-1, RC-2, RC-3) - Records documenting the schedule, retention and disposition of agency records	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1030-41B	Records Documents (RC-1, RC-2, RC-3) - Records documenting the schedule, retention and disposition of agency records	Permanent	Microfilm		<input type="checkbox"/>
1030-44	Public Records Request	2 Years	Paper/Electronic		<input type="checkbox"/>
1030-45	Refunds, Overpayments and Vouchers	Until Obsolete	Paper/Electronic		<input type="checkbox"/>
1030-47	Returned Tax Bill Mail	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-48	Tax Settlements – Statement identifying the amount of taxes collected at the end of a tax collection cycle	5 Years	Paper/Electronic		<input type="checkbox"/>
1030-49	Sewer And Water Cancellation Bonds And Coupons	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1030-49A	Sewer And Water Cancellation Bonds And Coupons	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1030-49B	Sewer And Water Cancellation Bonds And Coupons	Permanent	Microfilm		<input checked="" type="checkbox"/>
1030-50	Sewer Financial Statements	Until Audited	Paper/Electronic		<input type="checkbox"/>

Sec. 117.26 O.R.C.

# Schedule of Records Retention and Disposition Continuation Sheet

Treasurer's Office

1030

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1030-51	Unclaimed Funds List State of Ohio	1 Year	Paper/Electronic		<input type="checkbox"/>
1030-52	Tax Duplicates – Classified Tax Duplicates – Personal	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-53	Tax Duplicates – Delinquent - Classified Tax Duplicates – Delinquent – Personal Tax Duplicates – Delinquent – Real Estate Tax Duplicates – Delinquent – Manufactured Home	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-54	Tax Duplicates – Real Estate Tax Duplicates – Manufactured Home Tax Duplicates – Special Assessments – <i>List taxes and assessments by parcel, owner information, legal description, taxable valuation of all real estate and date and amount of tax payments for real estate, manufactured homes and special assessments</i>	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper/Electronic		<input type="checkbox"/>
1030-54A	Tax Duplicates – Real Estate Tax Duplicates – Manufactured Home Tax Duplicates – Special Assessments – <i>List taxes and assessments by parcel, owner information, legal description, taxable valuation of all real estate and date and amount of tax payments for real estate, manufactured homes and special assessments</i>	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1030-54B	Tax Duplicates – Real Estate Tax Duplicates – Manufactured Home Tax Duplicates – Special Assessments – <i>List taxes and assessments by parcel, owner information, legal description, taxable valuation of all real estate and date and amount of tax payments for real estate, manufactured homes and special assessments</i>	Permanent	Microfilm		<input checked="" type="checkbox"/>
1030-55	Tax Receipts – <i>Record of tax payments into the Treasury for real estate and manufactured homes</i>	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-56	Late Payment Envelopes	1 Year	Paper/Electronic		<input type="checkbox"/>

# Schedule of Records Retention and Disposition

## Continuation Sheet

**Treasurer's Office****1030**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1030-57	Investment Information	5 Years After Last Entry Recorded Therein	Paper/Electronic		<input type="checkbox"/>
1030-58	Electronic Mail (Email)	Retain According To Content	Paper/Electronic		<input type="checkbox"/>
1030-59	<b>Employment Applications –</b> <i>Applications submissions by individuals for open job positions not chosen for employment</i>	1 Year	Paper/Electronic		<input type="checkbox"/>
1030-60	<b>Homestead Exemption Certificate of Reduction</b>	2 Years	Paper/Electronic		<input type="checkbox"/>